



# Calday Grange Grammar School

## Job Description

LEAD IN ENGLISH	
Scale:	Teachers' Pay Scale + TLR 1.1 (£8,291)
Accountable to:	Head of Faculty

### PURPOSE:

- working with the Head of Faculty to be accountable for leading, managing and developing the teaching and learning of English within the school
- to lead whole school literacy
- deputise for the Head of Faculty as required
- to be accountable for student progress so that each individual student achieves their optimum level in English and ensuring that effective strategies are in place to further raise standards of student attainment and achievement
- to ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying within the department, in accordance with the aims of the school and the curricular policies determined by the Governing Body and the Headteacher
- to ensure the effective management and deployment of teaching/support staff, financial and physical resources within the department
- to ensure the development and enhancement of the teaching practice of others by coordinating effective professional development for subject staff
- to ensure that Health and Safety procedures are adhered to at all times by all members of the department
- to play a full part in the life of the school community, to support its distinctive vision and ethos and to encourage and ensure staff and students follow this example.

### TEACHING, LEARNING AND STANDARDS

The main accountabilities are to:

- lead curriculum development and assessment ensuring that courses provide a broad, balanced, relevant and differentiated curriculum
- ensure the production, evaluation and revision of schemes of work and subject syllabi to meet the needs of individual students
- use attainment data provided by the school to monitor the progress of students taught ensuring that effective use is made of the data for high levels of achievement in English
- monitor the progress of students and identify underachievement ensuring programmes of support are in place to maximise the potential of all students
- monitor the progress and attainment of students to ensure they are 'challenged' in all aspects of their work
- ensure adherence to the school's Homework Policy by all teachers in the department
- monitor and evaluate teaching and learning in accordance with the school policy, including lesson observation, scrutiny of student work and quality of marking
- act upon findings from the above activities and intervene with staff as necessary making use of effective professional development opportunities
- monitor the progress and attainment of Pupil Premium and vulnerable group students to ensure the department is closing the gap
- ensure a prompt response to parental enquiries about individual student progress within the department
- promote enrichment and extracurricular activities within the department to enhance learning.

## **IMPROVEMENT PLANNING, MONITORING AND EVALUATION**

The main accountabilities are to:

- actively promote the school's aims and values
- prepare an annual department improvement plan and staff development plan for the department in accordance with the school planning cycle and taking into account the main School Improvement Plan
- meet regularly with SLT - chair department meetings and attend middle leader meetings in accordance with the published schedule
- take part, as required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

## **LEADING AND MANAGING STAFF**

The main accountabilities are to:

- lead, manage and coordinate the work of the English Department and encourage the process of team building
- deploy and direct TLR post holders within the department
- allocate teachers to teaching groups and manage staff in the department
- monitor staff absence within the department and provide appropriate support and guidance
- oversee and support the professional conduct of the staff in the department. Monitor and advise staff on appropriate professional conduct
- represent department views through attendance at appropriate meetings and provide feedback
- meet formally with the link SLT member
- ensure the school's 'Teacher Performance Management Policy' is implemented for all department staff
- participate in relevant courses related to the role of Curriculum leader of English and keep abreast of current or new developments in the subject and the curriculum
- actively encourage and assist members of the department team in their own professional development, recognising their training needs
- organise, chair and arrange for the recording of meetings of the department team according to the agreed school schedule. Ensure that minutes of meetings are circulated to team members and the SLT link member
- ensure that quality cover work is provided for classes when staff are absent and support the work of Cover Supervisors/cover teachers within the department
- ensure that school policies are implemented by all staff within the department.

## **EFFICIENT AND EFFECTIVE DEPLOYMENT OF RESOURCES**

The main accountabilities are to:

- oversee ordering, maintenance and accountability for the teaching and learning resources within the department
- ensure the school's Health and Safety policy is implemented and monitored in the department, including appropriate risk assessments when necessary
- ensure all classrooms and corridors in the vicinity of and relating to the English Department have inspiring displays of material including students' work which is regularly updated; - manage the department budget effectively
- maintain and regularly update the department inventory of equipment and audit on an annual basis.

## **OTHER ACCOUNTABILITIES**

- play an active role in school life
- share the responsibility with other managers for the maintenance of a learning environment and the well-being of students throughout the day and at the end of the school day, for example break, lunch and bus duty.

All colleagues are expected to comply with any reasonable request from the Headteacher or his representative to undertake work of a similar level that is not specified in this job description.

### **Special Conditions:**

An Enhanced Disclosure and Barring Service (DBS) check is required for this post